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Job details

Job 1 of 1

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All applicants are required to complete and attach the Supplemental Questionnaire to their standard employment application.

Bulletin Number

32369BR

Type of Recruitment

Open Competitive Job Opportunity

Department

Mental Health

Position Title

PRINTER I

Exam Number

27575A

Filing Type

Open Continuous

Filing Start Date

04/09/2014

Salary Type

Monthly

Salary Minimum

2630.18

Salary Maximum

3503.92

Position/Program Information

This position reports to a staff administrator and is responsible for operating a high speed programmable computerized printer/photocopier in the production of numerous types of printed material where good quality is required.

Essential Job Functions

Operates a high-speed computerized photocopier by adjusting the image to register properly and ensure the copy meets the quality of the requestor.

Examine job orders to determine machine time, quantity and details of the job to be printed and stock specifications.

Cleans, adjusts and makes minor repairs, such as clearing paper jams or replacing toner bottle or cartridges.

Ensures that toner levels are maintained to ensure quality copies.

Operates paper cutting, punching, and bindery machines and other finishing equipment as needed.

Use computer to program printing job orders using Microsoft office - Excel and Word and Adobe Acrobat.

Lift, carry, and move printing materials weighing 10-25 lbs.

Perform other work of the unit in the absence of staff.

Requirements

SELECTION REQUIREMENTS: One year of full-time paid experience in the operation of a high-speed programmable computerized business photocopier to produce routine, standardized high volume printing jobs.

This examination is subject to closure without prior notice.

Physical Class

Physical Class III – Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighing over 25 pounds, and frequent lifting of 10-25 pounds.

Desirable Qualifications

- Work experience in the operation of Xerox Nuvera 144 EA printer.
- Work experience in the operation of Océ CS665 Pro printer.
- Work experience and knowledge in the application of standard software application and desktop publishing programs such as Microsoft Office Excel and Word, Adobe Acrobat software, Xerox FreeFlow print server, Océ Fiery print server.

Examination Content

This examination will consist of an evaluation of experience based upon application information **AND** Supplemental Questionnaire weighted 100%.

Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible register.

Special Information

Past and present mental health clients and their family members who meet the selection requirements are encouraged to apply.

**Vacancy
Information**

The resulting eligible register for this examination will be used to fill vacancies in the Los Angeles County Department of Mental Health.

**Eligibility
Information**

The names of candidates receiving a passing grade on this examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation on the eligible register.

Retake: No person may compete for this examination more than once every twelve months.

**Available Shift
Application and
Filing
Information**

Day

ONLINE FILING ONLY

Applicants are required to complete and submit an online Los Angeles County Employment Application **AND** Supplemental Questionnaire in order to be considered for this examination. Paper applications, resumes, or any unsolicited documents will not be accepted in lieu of completing the online application and Supplemental Questionnaire.

This examination will remain open until the needs of the service are met and is subject to closure without prior notice.

INSTRUCTIONS FOR FILING ONLINE:

To apply online, **CLICK** on the tab above or below this bulletin which say, **Apply to Job** .

Clear and legible copies of the required documents (e.g. Diploma, Official Transcripts, License, Certificates, **Supplemental Questionnaire** , etc. **MUST BE** uploaded as attachments during application submission -OR- sent by email to blucio@dmh.lacounty.gov within 15 calendar days from date of application submission.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Your online application must show complete license, education and work experience information necessary to evaluate your qualifications. License information section must

show title of license, license number, original date of issue, and expiration date. Education information section must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. Work experience section must include job title, employer name and address, name of work area/facility, actual payroll title held and not the working and/or functional titles, from/to dates of employment including month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of related job duties. If range of hours is provided, experience will be prorated based on the lowest number of hours worked per week. **LIST** separately each job experience to be evaluated.

Candidates must provide copies of all required documents at the time of filing or within 15 calendar days from date of application submission..

Applications may be rejected at any stage during the selection process. Applications with missing information required for evaluation will not be accepted.

All information supplied by applicants is subject to verification.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and

then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Department
Contact Name**

Gloria Lucio

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Contact Phone**

213.738.2855

**Department
Contact Email**

blucio@dmh.lacounty.gov

**ADA Coordinator
Phone**

213.738.2855

**California Relay
Services Phone**

800.735.2955

Job Field

Building Crafts/Facilities Maintenance

Job Type

All Others

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